

# **NAVY EXPEDITIONARY LOGISTICS SUPPORT GROUP**

## **TRAINING AND EVALUATION UNIT**



## **STUDENT WELCOME ABOARD AND REPORTING INFORMATION**

Edit June 15, 2011

1. **IMPORTANT TEU NUMBERS.** The following TEU phone numbers are provided for your information:

TEU Training Support	(757) 256-1440
TEU Duty Cell	(757) 812-8976
TEU Assistant Officer In Charge	(757) 812-1194
TEU Officer In Charge	(757) 274-9514

2. **MAILING ADDRESS.** If you need to have something sent to you via regular mail or FEDEX, please use the following address:

Officer-In-Charge  
NAVELSG - Training & Evaluation Unit  
108 Sanda Ave  
Williamsburg, VA 23185  
ATTN: Your Rank and Name and Class you are in  
Telephone: 757-256-1440

3. **LOCATION.** Cheatham Annex, Williamsburg, Virginia. The base is located about two miles from I-64 on Route 199 (East) between Yorktown and Williamsburg. The following information is provided to ensure a smooth transition from check-in through course completion:

4. **DIRECTIONS.**

a. **FROM INTERSTATE 64 East or West,** take exit 242B onto Route 199E, which turns into SR-641. Go approximately 2 miles to the front gate. Once on base, keep going straight then turn right on 4th St. and proceed to Bldg. 242 (Theater).

b. **FROM NORFOLK INTL AIRPORT:** Take I-64 (West) through the Hampton Roads Tunnel. Take exit 242B onto Route 199 East. Proceed 2 miles to the base. This is approximately a 60 minutes trip.

c. **FROM NEWPORT NEWS/ WILLIAMSBURG:** Exit the airport left onto 143 East (Jefferson Ave). Go one mile to I-64 West. Take I-64 (West) to exit 242B onto Route 199 East, which turns into SR-641. Proceed two miles to the base. This is approximately a 20-minute trip.

d. **FROM RICHMOND:** Exit the airport onto South Airport Drive. Go three miles to I-64 East. Take I-64 (East) to exit 242B onto Route 199 East, which turns into SR-641. Proceed two miles to the base. This is approximately a 60-minute trip.

5. **SECURITY GATE REQUIREMENTS.**

a. **For Force Protection Conditions (FPCON) ALPHA through CHARLIE:** Members travelling in a Personally Owned Vehicles (POV) must have a current vehicle base decal and Military ID to be admitted through the gate. All others will have to obtain a BASE PASS. If arriving after hours, a temporary day pass can be obtained from the Gate at Cheatham Annex; otherwise all vehicle passes are issued at the Yorktown Naval Weapons Station Pass & ID Office. Pass & ID hours are M-F 0645 - 1645. To obtain a decal or pass for a POV you must have a current registration, proof of insurance, a valid driver's license and your Military ID. To obtain a pass for a rental car the rental agreement substitutes for the registration. It is important to note that **Taxis are not allowed on base.**

b. **DIRECTIONS TO PASS & ID FROM CHEATHAM ANNEX:** From the gate, go straight passing Water Country USA and Days Inn, and take exit to I-64 East. From 64 East, get off on exit 247. Make a left at the off ramp stop sign and Gate 3 will be located on the left. If you have questions for the Pass & ID office their phone number is 757-887-7338.

c. **For Force Protection Condition DELTA:** Access to the base will be limited to essential personnel; otherwise, no one will be allowed onto the base unless staying in the Cheatham Colonies. For any issues, NAVELSG CDO can be contacted at 757-592-0398.

6. **CHECK-IN.** All personnel will check in at 0730 in **Building 250** on the Drill Deck on the first day of class. **(Arrive 15 min early)**

- a. Bring all necessary documents to include:
  - Original Approved Orders ( no DRAFT versions )
  - Valid Military ID Card
  - Any required licenses or medical cards for driving classes per CANTRAC prerequisites.

b. Missing documents **WILL** delay the processing of your orders for pay.

c. Please consult with your NOSC Medical department if medical/dental records are needed.

7. **ORDERS AND PAY.**

a. When inputting orders in NROWS, ensure the additional comments block reads: **"No return flights authorized before 1600 on the last day of the orders."**

b. AT orders will be collected for processing on the first day of the AT period. Orders will be processed by PSD Little Creek. Bring at least two copies of your orders. IDTT orders will be collected and endorsed at check-in and will be returned to members at the completion of the IDTT period.

c. All funds for pay, allowances and travel are issued by direct deposit. Checks are no longer issued. It is advisable to bring direct deposit information (account, bank routing numbers, voided check) if have not previously been reimbursed for travel by direct deposit. Ensure that you have your Government Travel Credit Card (GTCC) with you and that it has been activated by your NOSC prior to starting your travel. If you do not have a GTCC make sure you have an alternative means to cover lodging and travel expenses.

8. **QUOTAS.** Quota numbers (BCNs) will only be provided in response to electronic requests for quotas from the Battalion Training Officer or Training Chief via the eNTRS system. Students are responsible for coordinating their request with their Training Officer. TEU Quota Control will advise units as to the availability of seats in a particular class as requested. BCNs **must** be included on the NROWS order request for verification by funding source.

9. **BERTHING.**

a. Government Berthing is available but limited. The "Colonies" are operated by Navy Gateway Inns and Suites and are located on 4<sup>th</sup> St at Cheatham Annex. For reservations, please call Cheatham Colonies at 757-887-7712

b. There are several area hotels close to Cheatham Annex. **Prior to checking in at a commercial hotel you must obtain a "Certificate of Non-**

**Availability" (CNA)** from the check-in desk at the Cheatham Colonies. Failure to do so could significantly impact the amount you are reimbursed for lodging costs. A CNA number on your itinerary will not suffice.

10. **MESSING.** Government Messing is not available and you will be receiving per diem. The only eating facility on base is the 4th Street Grille across from the gym. The 4th Street Grille is the most convenient place to eat during classes. Their hours of operations are:

M-F: 0630-1330 (Breakfast 0630-1000, Lunch 1100-1330)  
SAT-SUN and Holidays CLOSED

11. **TRANSPORTATION.** **Transportation is the responsibility of the member.** Commercial transportation is not generally available from hotels and personnel are encouraged to request rental vehicle authorization. To avoid a costly error, ensure orders authorize a rental vehicle in writing before signing the rental contract.

12. **UNIFORMS.**

a. The working uniform is as follows:  
Camouflage Utility Uniform (CUU)  
Khaki E-7 and Above (Optional)

b. The working uniform is authorized for travel to and from the base and your hotel only. No stops of a non-emergency nature are permitted while in working uniforms.

c. \*\*\*IMPORTANT: Personnel attending courses are required to bring the following:

HARD HATS  
STEEL-TOED BOOTS  
LEATHER GLOVES  
FOUL WEATHER / COLD WEATHER UNIFORM ITEMS AS NECESSARY

d. PERSONNEL WITHOUT STEEL-TOED BOOTS WILL BE DROPPED FROM THE COURSE.

13. **CIVILIAN CLOTHES AND SEASONAL TEMPERATURE.** Appropriate civilian attire is authorized after school hours. Seasonal temperatures vary greatly. The summers are normally hot and humid with temperatures in the 90's. Thunderstorms are very common. Winters are windy and cold with average temperatures in the mid 30's with occasional snow.

14. **WEIGHT STANDARDS and PHYSICAL READINESS.** All personnel are required to meet Navy standards prior to reporting to the TEU. In keeping with the Navy's culture of fitness, all students are expected to participate in physical training while assigned to TEU. PT scheduled times will be announced during first day of class. Group PT starts on the first day of class. Uniform is the Navy's New Blue and Gold PT gear. PT consists of both calisthenics and a run/walk of up to 2.5 miles. **Students must bring appropriate PT gear for outdoors.**

15. **BASE FACILITIES.**

a. Cheatham Annex has the following facilities available for use. Additionally, Yorktown Naval Weapons Station is located nearby. (Approximately 10 minutes away)

Gym/Weight Room: Open M-F 0530-1930, Sat-Sun 0900-1500. Phone #: 757-887-8124

Golf Course: Open 7 days/wk; summer 0630-sunset, winter 08-1700; Phone #: 757-887-6539

Swimming Pool: Open Memorial Day through Labor Day, Wed. - Sun. 1200-1800

Computer Lab: Open M-F 0630-1400 (located at the 4th Street Grill)

Gasoline Station/NEX Shop: Open M-F 0730-1700; Sat 0800-1600; Sun 1000-1600

b. For additional base information visit the following official (CAC card needed) websites:

Cheatham Annex: <https://www.cnlic.navy.mil/Cheatham/index.htm>

NWS Yorktown: <https://cnlic.navy.mil/yorktown/index.htm>

Navy Region Mid-Atlantic: <https://cnlic.navy.mil/cnrma/index.htm>

16. **WILLIAMSBURG AREA ATTRACTIONS.** The Williamsburg area has much to offer visitors from sightseeing to shopping and theme parks. Colonial Williamsburg, Jamestown Landing, and Yorktown Battlegrounds offer historical sightseeing opportunities. For more information on things to see and do in the Williamsburg area visit the Greater Williamsburg Chamber and Tourism Alliance website at [www.williamsburgcc.com/tourism/plan-a-visit/](http://www.williamsburgcc.com/tourism/plan-a-visit/) or call 1-800-368-6511. Local theme parks include Busch Gardens and Water Country USA (also part of the Busch Garden group).

Before visiting any of the local attractions be sure to check with the MWR Information, Travel and Ticket (ITT) office for discount tickets and packages. The website is: [www.cnlic.navy.mil/cnrma/MWR/Recreation/Information/index.htm](http://www.cnlic.navy.mil/cnrma/MWR/Recreation/Information/index.htm)

17. **RESTAURANTS.** As a popular tourist destination, Williamsburg has restaurants to suit every taste and budget from fast food to fine dining. There are far too many to list here, but visit the restaurant page of the Greater Williamsburg Chamber and Tourism Alliance at [www.williamsburgcc.com/tourism/dining/](http://www.williamsburgcc.com/tourism/dining/) or the Williamsburg Yellow Pages at <http://yellowpages.williamsburg.com/Restaurants/distance.10.n.all.q.html>

18. **SHOPPING.** If you enjoy shopping Williamsburg has plenty to offer you as well. There are many outlet facilities, malls, boutiques, arts and crafts, and colonial-inspired shops to give the complete shopping experience. Some are an attraction in themselves. For a listing and description of some of these visit [www.williamsburgcc.com/tourism/shopping/](http://www.williamsburgcc.com/tourism/shopping/)

19. **LIBRARY.** The Williamsburg Regional Library system consists of two Libraries; Williamsburg Library and the James City Library. Both libraries offer a full range of services including computer and internet services. You may need to get a temporary library card to access some services. For more information on services available call the numbers below or visit [www.wrl.org](http://www.wrl.org).

***Williamsburg Library***

515 Scotland St  
Williamsburg, VA 23185  
757-259-4040

***James City Library***

7770 Croaker St  
Williamsburg, VA  
757-259-7770

Hours: Mon-Thurs 10-2100, Fri 10-1800, Sat 10-1700, Sun 13-1700

20. **INTERNET ACCESS.** Computer and internet access is available at the computer lab on base located at the 4<sup>th</sup> Street Grille and at the local libraries. Wireless internet is available in rooms at the Cheatham Colonies. There is also free wireless internet available to the public at Williamsburg WiFi Zone located downtown in Merchant Square. For more information on this service go to: [www.williamsburgwifi.com](http://www.williamsburgwifi.com).

21. **LAUNDRY.** There is a Laundromat located at the Exchange on CAX. Washers and dryers are also located at the Cheatham Colonies for guests. Laundry and Dry Cleaning services are available at the NWS Yorktown Exchange.

22. **BARBER SHOP.** There is a barber shop located at the NWS Yorktown Exchange. Hours: Mon/Tue/Thu/Fri 0800-1630; Wed/Sat 0800-1200; closed Sunday

23. **U.S. POST OFFICE.**

425 N Boundary St  
Williamsburg, VA 23185  
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24. **BANK/ATM.**

***Bank of America***

1801 Richmond Rd, Williamsburg, VA - -

***Chesapeake Bank***

1229 Lafayette St, Williamsburg, VA - -

***Once again, Welcome Aboard, and if you need any additional assistance, please feel free to contact the TEU Training Support Office at (757) 256-1440***

***"Rigorous, Realistic and Relevant"***

